



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

September 1, 2016

ADDENDUM #1

RFP No.:0352

Receipt Date: September 9, 2016

For: Provide technical assistance as needed for Floodplain Management, Community Rating System and Hazard Mitigation related services for the Jefferson Parish Department of Floodplain Management.

CLARIFICATIONS:

1. The RFP states both six and (7) copies of the proposal. For clarification – is that one original, six copies, for a total of 7 proposal submittals?

ANSWER:

Section 1.8 Number of Response Copies; should read one (1) signed original response along with six (6) additional copies for a total of seven (7) proposal submittals. (one (1) original and six (6) copies).

2. In regards to providing assistance on file management, what is your current electronic management system? Local network or web-based file storage system? Or other?

ANSWER:

The current file management is network based.

3. Please elaborate on the scope associated with 'Perform loss avoidance and area analysis as needed' under the anticipated component noted on page 20 under the HM Plan Update. Is there a specific area or neighborhood identified? Or is analysis to be performed on the entire unincorporated area of Jefferson Parish?

ANSWER:

Loss avoidance and area analysis may be tasked as needed for updating the Multijurisdictional HM plan for all areas including unincorporated Jefferson Parish and City of Gretna, Kenner, Harahan, Westwego, Town of Lafitte and Grand Isle. The loss avoidance may look at a sample of the mitigated RL structures and area analysis may look at a sample of the unmitigated structures to provide an overview of progress from last plan and needs for the next planning cycle.



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4. For the cost estimate, we typically include multiple staff at varying levels of experience to perform at both a cost effective and quality assurance level. The RFP Cost Proposal Form only allows for one hourly rate for each task. May it be assumed the total estimated cost for each subtask is the requested information and the awarded contractor would not be held to utilize this average hourly rate?

ANSWER:

The hourly rate per task should be a fully burdened blended rate.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.